

MONTGOMERY COUNTY
OFFICE OF HUMAN RESOURCES
Training & Organizational Development Team



Tuition Assistance Application

For **ONLY** MCGEO Bargaining Unit **without Single Sign-on** (SSO) access

BEFORE YOU SEND US YOUR TUITION ASSISTANCE APPLICATION, DID YOU ...

- ✓ Fill out the new and approved MCGEO Tuition Assistance Application form for FY 2014.
- ✓ Remember that ***course work must be taken during your off-duty hours.***
- ✓ Check the form for accuracy and completeness?
 - ☞ Did you include the correct class title/class number?
 - ☞ Is the cost accurate? Only tuition is covered.
 - ☞ Have you filled in all the blocks? Incomplete information may delay processing of your request.
- ✓ Sign the form?
- ✓ Provide **itemized bill** with all costs broken down to include tuition.
- ✓ Make sure the form is signed by **your Supervisor** and **Department Director**
- ✓ A **justification** explaining how the course is related to their current job or career ladder in the same job series or profession or a degree in a field of study that will prepare him/her to make a career change to another position within the Montgomery County Government
- ✓ Allow at least 4 weeks processing time after you send the application to the Training and Organizational Development Team in OHR. You also need to allow sufficient processing time in your department. The voucher letter we prepare for the educational institution is good for only 30 days.
- ✓ Include a copy of your **grades or certificate of completion** from the previous course paid for by OHR? (This applies only to previous participants. New applicants may disregard this step).
- ✓ Make sure to attach a copy of all the documents requested
- Send two copies of your application to Office of Human Resources, EOB 7th floor? Photocopies are acceptable.
- ✓ Include **proof of payment** if applying for a reimbursement for courses taken during this fiscal year?
- ✓ **Familiarize** yourself with the memorandum of understanding between Montgomery County Government and MCGEO
- Familiarize** yourself with the program's guidelines and your responsibilities. Program guidelines are outlined in the OHR Topics

FOR MORE INFORMATION, Call (240) 777-5116 or go to the web site

<http://www.montgomerycountymd.gov> select Department, Human Resources and then select Tuition Assistance link respectively to view the information.

Tuition Assistance Application

For ONLY MCGEO Bargaining Unit without Single Sign-on (SSO) access

APPLICATION FOR FY2013 (Check one): FALL 2014____ WINTER____ SPRING____ 2015

Name (Last, First, Middle)	Social Security #	Home Phone	Cell Phone
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Pay Grade	Job Title	Office Phone Number	Fax Number
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Department	Division	Work Mailing Address Location	Have you previously had tuition assistance? yes____ no____
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Is your position included in one of the following Bargaining Units, please check the appropriate one.
Office, Professional & Technical (MCGEO/OPT)
Service, Labor & Trades (MCGEO/SLT)

(Limit \$1830 FT/ \$915 PT)____

COURSE(S) REQUESTED

Course #	Course Title	# of Credits	Tuition Cost
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

NAME OF SCHOOL _____	TOTAL Tuition	\$ _____
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Course Registration Date:_____	Course Starting Date:_____	Ending Date: _____
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Course(s) must be taken during off-duty hours.

EDUCATIONAL OBJECTIVE:

Please complete the one category that best describes your educational objectives:

1. Course(s) Leading to Degree

DEGREE OBTAINING : CERT ☐ AA ☐ BA/BS☐ MA/MS☐ PHD ☐ Other _____

MAJOR:_____ ANTICIPATED GRADUATION DATE:_____

(Example: Business Administration)

Please write a justification below explaining how the above degree is **related to your present job functions or career ladder in the same job series or profession** or degree in a field of study that will prepare him/her to make a career change to another position within the Montgomery County Government (If more space is needed, please attach justification)

2. Individual Course not leading to Degree (NON-DEGREE):

Please write a justification below explaining how the course(s) above are **related to your present job functions or career ladder in the same job series or profession or career**. (If more space is needed, please attach justification)

TUITION ASSISTANCE PROGRAM CONDITIONS

Employees interested in participating in Montgomery County Tuition Assistance Program should carefully review the Montgomery County Government Employees Organization (MCGEO) collective bargaining agreement for detailed guidance. The following items are particularly important and should be read carefully by all participants.

1. The program exists to provide financial assistance to regular Full time/Part time employees for courses which are related to unit member's current job functions or career ladder in the same job series or profession
2. Approved Tuition Assistance funds are for **tuition only**.
3. Tuition assistance benefits are limited to the costs required to pay for tuition and up to the allowable limit for full-time and part-time employees, ***which are not being met by any other educational benefits or scholarship***.
4. Tuition Assistance **does not** cover compulsory fees such as matriculation, registration, laboratory, library, and technology fees. The program also does not cover books, supplies, or extra fees such as late registration or parking.
5. All approved course work must be held in the U.S.A.
6. Tuition Assistance Program **will not fund courses** which are primarily recreational, or utilize a specific faith based method as a primary approach to problem solving or treatment.
7. All approved tuition assistance course(s) must be **taken during employee's off-duty hours**.
8. All approved tuition assistance course work must be completed with a passing grade or certificate of completion or the employee must reimburse the county.
9. Employees are required to submit the following information along with their application for processing by the Office of Human Resources.
 - A copy of **Course Description** from the Educational Institution;
 - Itemized bill with all costs broken down to include tuition and all fees;
 - A justification explaining how the course is related to their current job or career ladder in the same job series or profession;
 - A copy of grade report or certification of completion from previous course(s) paid by the Montgomery County Government Tuition Assistance Program, if applicable; and
 - If an employee is taking annual leave or flexing his/her work schedule, the employee's supervisor and Director must indicate approval on the Tuition Assistance application.
10. As a condition of the program, employees who participate in this program agree to remain with the County for at least one year after course completion. Should they leave, voluntarily or involuntarily, the amount of money received during the twelve months prior to separation must be returned to the County.

EMPLOYEE CERTIFICATION:

I CERTIFY THAT I HAVE READ AND UNDERSTAND THE ABOVE AND THE TUITION ASSISTANCE PROGRAM POLICY AND ACCEPT ALL THE CONDITIONS FOR PARTICIPATON IN THIS PROGRAM.

Employee Signature _____ Date _____

DEPARTMENTAL INFORMATION AND RECOMMENDATIONS: All MCGEO members' tuition assistance applications require the approval of immediate supervisor and department Director prior to submitting to the Office of Human Resources, Training and Organizational Development Team. Please certify the requested information on the employee by checking the appropriate box.

IMMEDIATE SUPERVISOR/DIVISION CHIEF

1. Employee is Full-time merit employee _____ Part-time merit employee _____ Other _____ (Please define)
2. Employee Has Permanent Status _____ Does Not Have Permanent Status _____
3. Employee's Educational Objective (please check the appropriate statement):
 - The degree is related to MCGEO member current job functions or career ladder in the same job series or profession or a degree in a field of study that will prepare him/her to make a career change to another position within the Montgomery County Government
Yes____ **No**_____
 - This is an individual course(s) not leading to a degree which is related to MCGEO member current job functions or career ladder in the same series or profession (Please see attached course description from the employee)
Yes____ **NO**____
4. Employee is attending course work during his/her off-duty hours. **Yes**____ **No**_____
5. Employee work performance is in good standing. **Yes**____ **No**_____

Recommended by IMMEDIATE SUPERVISOR/DIVISION CHIEF:

RECOMMENDATION: **APPROVAL** _____ **DISAPPROVAL** _____

Comments: _____

Immediate Supervisor or Division Chief	_____	_____
	Signature	Date

DEPARTMENT DIRECTOR

Employee's Educational Objective:

- The degree is related to MCGEO member current job functions or career ladder in the same job series or profession a degree in a field of study that will prepare him/her to make a career change to another position within the Montgomery County Government **Yes**____ **No**_____
- I reviewed the attached course description and concur that this individual course(s) not leading to a degree is related to MCGEO member current job functions and career ladder in the same series or profession
Yes____ **No**_____

Employee is attending course work during his/her off-duty hours. **Yes**____ **No**_____

Employee work performance is in good standing. **Yes**____ **No**_____

DEPARTMENT DIRECTOR RECOMMENDATION: **APPROVAL** _____ **DISAPPROVAL** _____

Comments: _____

Department Director	_____	_____
	Signature	Date

OFFICE OF HUMAN RESOURCES ACTION

Application Approved _____, Application Disapproved _____

Coordinator's Signature and Date

OHR Management Signature and Date